

RESPONSE GUIDELINES AT AN INCIDENT

I. NOTIFICATION AND COMMUNICATION (See diagram of procedure on Page iv)

1. Responders first on the scene should consult the General Procedures page at the front of this document (page i).
2. Immediate action should be taken to safeguard public health. These actions may include the rendering of first aid to victims and the isolation of the incident site if physical, chemical, biological, radiological, or explosive hazards are present. At no time should the health or safety of the responder be jeopardized. If in doubt **DO NOT ENTER THE CONTAMINATED AREA**. Standard decontamination procedures should be used at all times to ensure that hazardous materials are not spread beyond the incident site by emergency personnel. No response actions shall be taken that are beyond the training level of the responder (see Tab19 - Training Specifications).
3. Emergency responders shall evaluate the situation and determine if a hazardous chemical, biological agent, explosive, radioactive material or WMD is involved. If a WMD device or hazardous materials are thought to be present in amounts that may pose a threat to persons, animals, property, and/or the environment, or if a Reportable Quantity is released, the emergency responder should contact **StateComm (1-800-632-8000, or 208-846-7610)**. Until relieved, the best qualified, ranking emergency responder shall serve as Incident Command, and will use the Incident/Unified Command System as an incident management tool. In the event of a major disaster, evacuation procedures (detailed in local emergency operation plans or in the Idaho Emergency Operations Plan may be implemented. The Idaho Hazardous Materials/Weapons of Mass Destruction (WMD) Incident Command and Response Support Plan will be initiated through notification of StateComm at 1-800-632-8000, or 208-846-7610. StateComm will begin notification of appropriate agencies using the emergency duty roster and call down list on Page iv as directed by the Communications Moderator after incident classification.

If the incident involves **chemical hazardous materials, radioactive materials, or explosives or is reported as a WMD**, the StateComm Communications Specialist contacts the **Bureau of Homeland Security (BHS) to serve as Communications Moderator, and the on call DEQ Liaison**. The time is then set for a conference call which may include, but is not limited to, the Regional Response Team, the local Health District, the on-call DEQ Liaison for hazardous chemicals, or on call DEQ Radiation Safety personnel (if radiological) EPA (if a water way or significant event is involved) and Explosive Ordnance Disposal EOD (if incident involves explosives).

If the incident involves **weapons of mass destruction**, the communications specialist contacts the **Idaho Bureau of Homeland Security (BHS) to serve as Communications Moderator, and the on call DEQ Liaison**. The time is then set for a conference call which may include, but is not limited to, the Idaho State Police, the FBI, the state Regional Response Team, the Health District, the 101st Civil Support Team, the Bureau of Labs and one of the following: State Epidemiologist for biological agents, the DEQ Liaison for chemical agents/releases, DEQ Radiation Safety personnel for radiological materials.

II. SITE ASSESSMENT

1. On-scene assistance will be provided at the request of Incident Command. Incident Command in coordination with the Communications Moderator (BHS), the Regional Response Team leader, on-call DEQ Liaison for chemical hazardous materials, or the DEQ Radiation Safety personnel for all radiological materials, may request on scene assistance such as Regional Response Team, EOD, DEQ Radiation Safety personnel, DEQ Environmental Support personnel for chemical hazardous materials, or an Idaho State Police HazMat Specialist. In the event of a WMD incident, on scene assistance may also include medical support for large numbers of casualties, support for large-scale decontamination, mortuary support etc.

The need for a State On Scene Coordinator (SOSC) will be evaluated early.

2. When requested by Incident Command, the appropriate Regional Response Team, upon approval of the Bureau of Homeland Security, will be dispatched by StateComm to arrive on-scene as soon as possible.
3. DEQ or EPA (upon DEQ request) Environmental Coordinator and/or DEQ Environmental Support personnel to coordinate and/or investigate are dispatched by the on-call DEQ Liaison and is to arrive on-site as soon as possible. If the incident involves radioactive materials, on-scene Radiation Safety personnel will be deployed if requested. Site investigative activities will be conducted within the Incident Command System. The DEQ or EPA (upon DEQ request) Environmental Coordinator and/or DEQ Support personnel will assess the situation using procedures outlined in the Department of Environmental Quality response plan (Tab 2, Section A or B of this plan).
4. The on-scene Environmental Coordinator or Radiation Safety personnel, and/or the Regional Response Team will advise Incident Command of any expanded areas of contamination such as downstream and downwind hazardous material migration. Downwind or downstream jurisdictions should be notified of any potential impact.
5. Incident Command may set up a radio or telephone link with StateComm to effect rapid communications and response. If necessary, an on-site communications center may be established. StateComm will provide telephone conference bridge services if requested during the incident. Incident Command shall establish safe proximity limits for the news media and members of the public.
6. All personnel shall identify themselves and their agency affiliation to Incident Command or a designee.
7. THE DEQ Environmental Coordinator for chemical hazardous materials, DEQ Radiation Safety personnel for radiological materials, 101st Civil Support Team and/or the Regional Response Team may assign their personnel to research health and safety information as directed by Incident Command. The DEQ Environmental Liaison, DEQ Radiation Safety personnel, 101st Civil Support Team and/or Regional Response Team may provide technical assistance even if not responding on-scene. Technical information can also be obtained from the following sources:

- a. StateComm at **1-800-632-8000 (208) 846-7610**.
- b. **CHEMTREC** is a 24-hour information service operated by the Chemical Manufacturers Association Chemical Transportation Emergency Center. CHEMTREC can provide chemical and safety data and contacts with product manufacturers. CHEMTREC can also activate various industry based response actions, including response teams for chlorine, pesticides, hydrogen cyanide, hydrogen fluoride, phosphorus, and liquefied petroleum gas.
- c. EPA Regional 24-hour spill hotline can provide a variety of public health and emergency response information.
- d. The Department of Energy (DOE) or the Nuclear Regulatory Commission can provide assistance and technical support regarding radioactive materials, radiation control, and response guidelines. These agencies can be requested through State Comm.

III. INCIDENT CONTROL, MANAGEMENT, AND EMERGENCY TERMINATION

1. All control, confinement and/or containment activities shall be conducted by appropriately equipped responders. Responder activity is limited to their level of training.
2. A Safety Officer shall be designated by Incident Command for all response activities. The Safety Officer has the authority to stop any activity deemed unsafe to responders and/or the public.
3. Incident Command shall remain in charge until the emergency phase of the incident is over. The decision to terminate the emergency phase of the incident should be made by the Bureau of Homeland Security, through a conference call in consultation with Incident Command and cooperating local, state, and federal agencies. The emergency should be terminated when there is no longer an

immediate threat to: life, property, environment, or preservation of physical criminal evidence. Criteria that should be applied will include:

- a. Material causing the hazard is contained, with great certainty in regard to expected weather, reliability of containment methods, potential for public access, threat to endangered species as well as any other sensitive receptors.
- b. Provision has been made for operation and maintenance of containment.
- c. Long term clean up, remediation, and follow up has been accounted for.
- d. Cognizant local, state or federal jurisdiction(s) accept responsibility.

The preferred manner of terminating the emergency phase of a multi-agency incident will be consultation during a final conference call.

4. The designated lead DEQ Environmental Support person for hazardous chemicals or for radiological materials, will coordinate activities of other DEQ environmental personnel as required for environmental monitoring. On larger incidents, the lead DEQ Environmental Support person for hazardous chemicals or, DEQ Radiation Safety personnel representative for radiological materials may fill the Environmental Unit Leader position within the Incident Command Structure.

IV. CLEANUP

1. Once the emergency has been terminated, cleanup will be initiated by the responsible party as directed by the designated lead DEQ personnel for hazardous chemicals or radiological materials. The responsible party will perform containment/clean-up work either directly or through a contractor. If the responsible party cannot be located, or is unable or unwilling to initiate a cleanup, then U.S. EPA will be contacted to initiate site cleanup. In the event the U.S. EPA is unwilling or unable to initiate cleanup, assistance may be sought from other federal resources, such as Interior, Agriculture, Transportation, or the U.S. DOE which may call upon agencies such as the Nuclear Regulatory Commission. Cleanup activities shall be approved by the DEQ for both hazardous materials or radiological materials, and Incident Command.
2. DEQ Regional Offices will oversee the cleanup and disposal of regulated hazardous wastes.
3. DEQ Regional Offices will oversee the cleanup of deleterious materials and petroleum products.
4. DEQ INL OP, will oversee the cleanup of radioactive materials and radioactive wastes.
5. DEQ Regional Office in conjunction with DEQ state office will advise other agencies when response or cleanup activities may involve air permitting concerns.

V. PUBLIC INFORMATION

1. Incident Command, or a Public Information Officer designated by Incident Command, shall be responsible for releasing timely, clear and factual information on a regular basis to the news media present at the site. The local jurisdiction may have a designated Public Information Officer who should be consulted regarding information released from the site. If the local jurisdiction does not have access to a Public Information Officer, state assistance can be provided upon request of the Incident Commander.
 2. Information may be released by the appropriate state agency information officer.
 3. Released information must not compromise investigation/enforcement actions.
 4. Participating agencies will provide technical information for on-site news media briefings as directed by Incident Command.
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5. Incident Command will facilitate news media access to designated safe zones near the site. Access shall not compromise health concerns, or inhibit response efforts.

VI. ENFORCEMENT AND COST RECOVERY

1. The Transportation Enforcement Coordinator (TEC), appointed by Incident Command, is responsible for overseeing the investigation of the accident/incident relative to enforcement of transportation regulations.

The TEC must possess the capability and authority to enforce the code of federal regulations and applicable state laws that govern the transportation of hazardous materials. Providing support to Incident Command, the TEC's primary concerns include protection of the accident/incident scene, obtaining information and collecting evidence necessary to support civil and/or criminal proceedings.

2. The Federal Bureau of Investigation will be the lead agency for weapons of mass destruction crime scene management and criminal investigation. Through their participation in unified command, the FBI will participate in strategic and tactical planning to accomplish law enforcement objectives. Life saving and rescue activities will continue concurrently with evidence and scene preservation. This plan recognizes that successful prosecution of the users of weapons of mass destruction is also a life saving activity over the long term.
3. All response activities should be carefully documented for use in future litigation or enforcement action. This may include sampling of the pure product, the spill area and any off-site contaminant migration for laboratory analyses and documentation. Photographs of an incident site can be useful for documenting an incident. Keep a log of observations, time-events, actions taken, equipment used, decisions made, etc.
4. All hazardous materials incident expenses, including staff time, incurred by each responding agency should be documented by that agency and submitted to the Local Emergency Response Authority (LERA) for cost recovery. The LERA will submit all documented expenses to the BHS using the cost recovery packet available from the BHS. **All cost recovery claims must be submitted to the BHS within 60 days of termination of the incident.**
5. Weapons of mass destruction incident expenses, including staff time, should also be carefully documented. The Bureau of Homeland Security will facilitate expense documentation in anticipation of coordinating cost reimbursement through the BHS and the Federal Emergency Management Agency. Regulatory and Level 1 WMD incidents are not likely to have costs reimbursed.

VII. INCIDENT FOLLOW-UP PROCEDURES

1. A designated DEQ person will be responsible for continued environmental monitoring and assessment, as required, of an incident site including cleanup or containment.
2. Any participating agency may request an interagency critique of any incident.
Representatives of responding agencies should prepare response reports and participate in interagency response critiques following a weapons of mass destruction/hazardous materials response. Response reports and critique summaries should be forwarded to the Bureau of Homeland Security.